e-grants Financial Status Report and Advance Guide

To complete a Financial Status Report follow Steps 1- 14. To complete an Advance skip to page 11 to find instructions.

Step 1: To complete a Financial Status Report (FSR) click on open my tasks

Step 2: Select the grant that you would like to complete the FSR for

Step 3: Click on View Related Items

Step 4: Click on the link to initiate an Advance/FSR.

The above confirmation message is displayed before the Advance/FSR is created

Step 5: Click on the view forms to view the Advance/FSR forms

Please note: All users must access the Advance/FSR and select either Expense or Advance

Step 6: To create an expense report click Expense and save the page. After saving the page navigate back to the Forms Menu.

Please note: After accessing the Forms Menu you will notice that the Financial Status Report forms are now available in the menu.

Step 7: Select the Financial Status Report/Payment Request Line Items form to begin completing the expense report.

Step 8: Select the budget item from the Budget Item drop down, fill out the Date, Description and Amount Requested fields. **Save the page.** Use all available rows for the budget items. Rows are dynamically added each time a budget item is filled out.

Step 9: After completing the payment request line items navigate to the Financial Status Report/Payment Request Summary form by clicking on the Forms Menu link.

Step 10: Complete this form by selecting the Main Contact, select Yes or No for Final Report and enter the Period Dates that the expenses occurred in.

Step 11: Click Save

Document Information: F-JABG-2011-ANOKACO-00013
▶ Details
Program Component: Expense
Created By: Javner , Carole on 12/21/2010 12:52:49 PM
You are here: > Advance/FSR Menu > Forms Menu > FSR

FINANCIAL STATUS REPORT / PAYMENT REQUEST SUMMARY

GRANT INFORMATION		REPORT INFORMATION	
Grantee:	Anoka County	Main Contact:	
Grant #:	A-JABG-2011-ANOKACO-00017	Request #:	1
Award Amount:	$0.00	Final Report:	○ Yes ○ No
Term:	10/01/2010 to 12/31/2010	Status:	Payment Request in Process
		Current Report Period:	to

Comments to the Review Team from the Grantee:

0 of 500

BUDGET ITEMS	TOTAL		EXPEND THRU		REMAINING		CURRENT PERIOD EXPENSES	
	Award	Match	Award	Match	Award	Match	Award	Match
Personnel	$9,500.00	$200.00	$0.00	$0.00	$9,500.00	$200.00	$4,500.00	$0.00
Equipment Purchases	$100.00	$30.00	$0.00	$0.00	$100.00	$30.00	$25.00	$0.00
Training	$5,000.00	$3,000.00	$0.00	$0.00	$5,000.00	$3,000.00	$2,000.00	$0.00
TOTALS	$14,600.00	$3,230.00	$0.00	$0.00	$14,600.00	$3,230.00	$6,525.00	$0.00

Advance Remaining to Spend Down	$0.00	Minus Advance Spend Down	
AWARD REMAINING	$0.00	AMOUNT TO BE PAID	$6,525.00

Step 12: Navigate to the Advance/FSR Menu

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Step 13: Click the View Status Options button

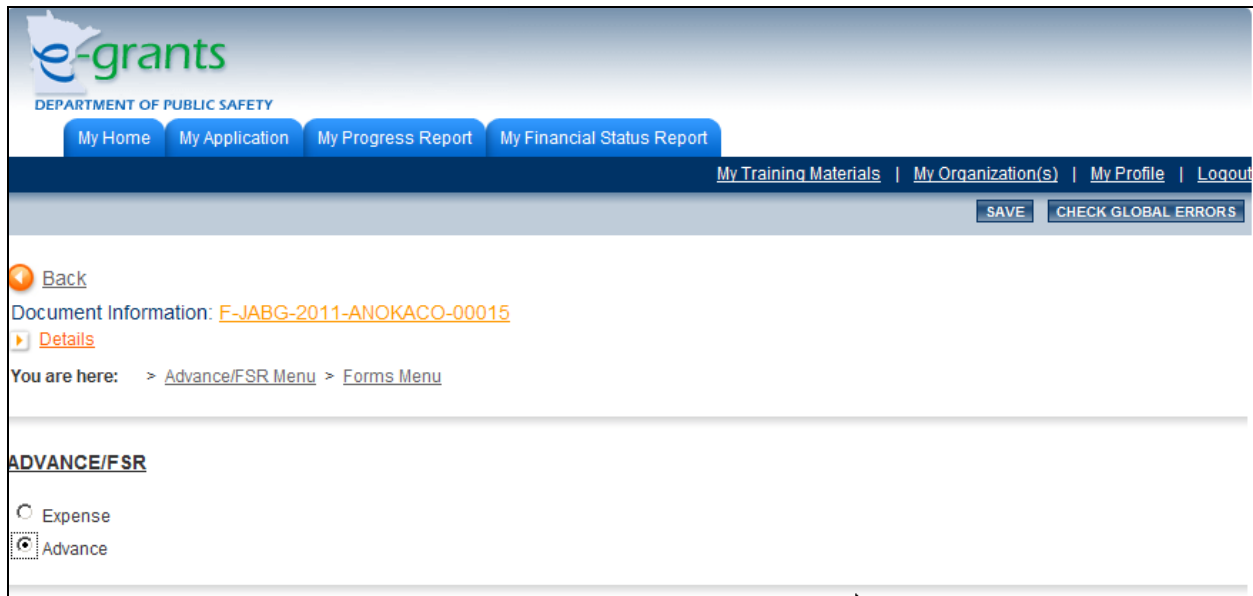**Step 14:** Click Apply Status to Payment Request Submitted to submit your payment request
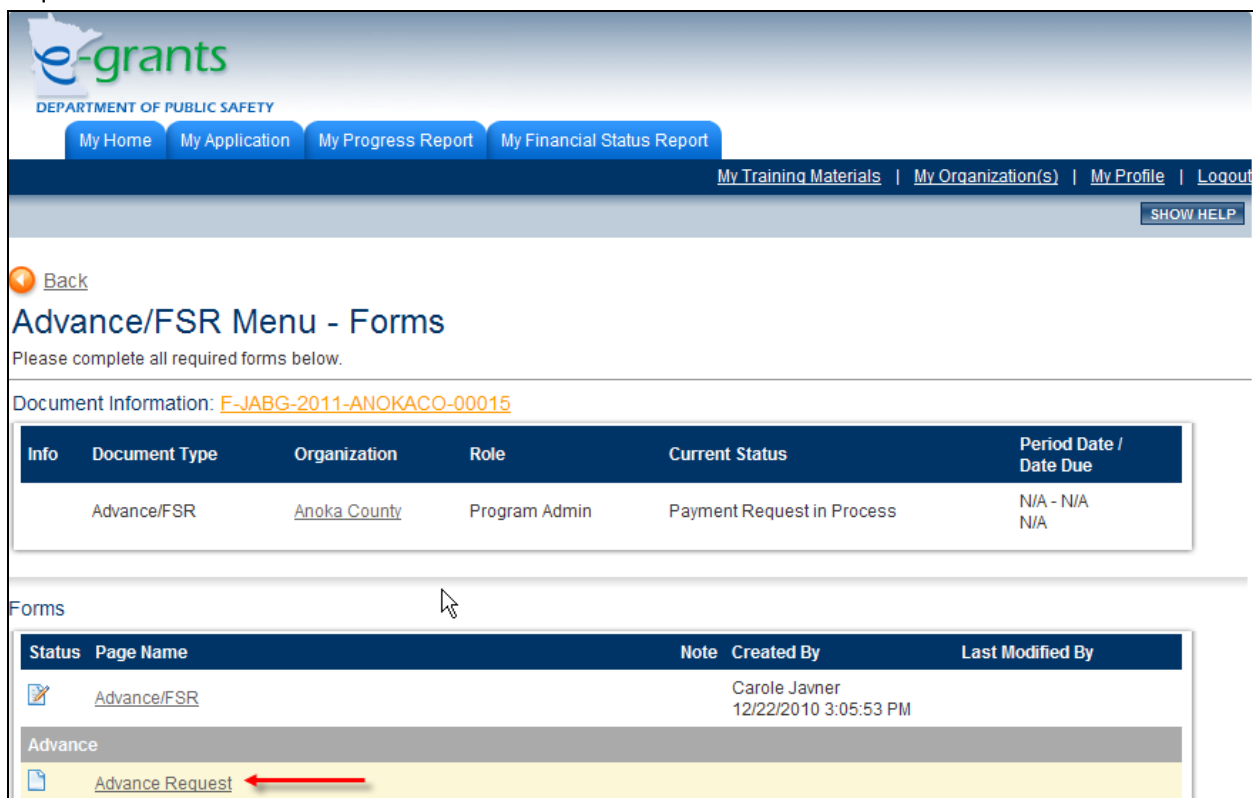
Requesting an Advance

Step 1: Follow **Steps 1-4** for completing a Financial Status Report.

Step 2: Click the "Advance' button and save the page. After saving the page navigate back to the Forms Menu.

After accessing the Forms Menu you will notice that the Advance Request form is now available in the menu.

Step 3: Select the Advance Request form to begin filling out your advance request.

Step 4: Enter the Advance Request. You may also enter comments for your grant manager.

Step 5: Nnavigate to the Advance/FSR Menu.

Step 6: Click View Status Options

Step 7: Select APPLY STATUS Payment Request Submitted to submit your payment request.